

25 January 1983

MEMORANDUM FOR: President, Employee Activity Association

FROM:

[REDACTED]

Assistant to the Executive Officer,
Employee Activity Association

SUBJECT:

Purchase of Calculator for EAA

Request your approval to purchase an additional calculator to be used in the EAA bookkeeping office. It is estimated that this will cost approximately \$150.

|S|

[REDACTED]

APPROVED:

[REDACTED]

President, EAA

26 JAN 1983

Date

P&PD PRINTING REQUISITION

ROOM 1 Approved For Release 2005/08/03 : CIA-RDP85-00375R000300120008-9
Extension 5593 (BLACK)

SEE INSTRUCTIONS ON REVERSE SIDE

CLASSIFICATION: CIA-RDP85-00375R000300120008-9

140-282-83

- ☐ Finished intelligence.
- ☐ Preparatory work in direct support of finished intelligence.
- ☒ Administrative, regulatory, instructional, or other support item. **STAT**
- ☐ Form (see box *) ☐ Other

CONTROL CHANNEL

CORRELATES WITH JOB NUMBER-

CONTROL NUMBER

SCHEDULED COMPLETION DATE

ASAP

THIS DATE

1 February 1983

DATE WORK REQUIRED

STAT

STAT

PLEASE
INCLUDE
SAMPLE
WITH THIS
ORDER

REQUESTER

APPROVAL SIGNATURE

VISION BRANCH

4078

BSD/Personnel

ROOM NO. - BUILDING

5E 56, Headquarters

FORM NUMBER

QUANTITY

LOGISTICS CONTROL NUMBER

NO COPIES REQD

200

FINISHED SIZE

3 x 5 Card

NO ITEMS SENT P&PD

DISPOSITION OF ORIGINALS
NEGATIVES OR MANUSCRIPTDISTRIBUTION OF PRINTED
MATERIAL

INCLUDING

NEGATIVES

MANUSCRIPT

POSITIVES

CAMERA COPY

ORIGINAL ART

RETURN TO REQUESTER

DESTROY

RETURN TO FILE (forms only)

☒ VIA MAIL & COURIER BRANCHPER FINISHED INSTRUCTIONS OR
DISTRIBUTION LIST

CALL FOR PICK-UP

SPECIAL INSTRUCTIONS:

☐ Dylux Check Copy Required Before Printing

Please print the following on a 3x5" Card:

Thank you for shopping at the E.A.A. Store. We hope you enjoy your purchase. However, you are reminded that Agency regulations prohibit unauthorized cameras and/or photographic equipment and transmitting and/or recording equipment in Agency facilities. Please do not unwrap your camera or recording device while it remains on Agency premises. The item must be removed from the building by close of business today.

COMPOSITION

- ☐ ETECS
- TYPESET ☐
- TYPESCRIPT ☐
- ☐ SCRIPT REEL NO.
- _____
- ☐ EPIC
- ___ GALLEY PROOFS ☐
- ___ PAGE PROOFS ☐

FOR MAP & GRAPHIC USE

IMAGE SIZE		X	T R I M	TOP	
REDUCE AB TO AC				BOTTOM	
SAME				LEFT	RIGHT
OTHER					
PLATE NO.	COLOR			NUMBER	SCREEN NO.

PRESS

X

BINDERY

X

ONE SIDE

ASSEMBLED

TWO SIDES

UNASSEMBLED

HEAD TO HEAD

FASTENED

TUMBLEHEAD

PUNCHED

PAPER

PADDED

KIND

COLOR

PERFORATED

INK

COLOR

NUMBER

DELIVERY
TICKET

JOB NO.

STAT

DELIVERY
TICKET

JOB NO.

DELIVERY
TICKET

JOB NO.

NAME

NAME

NAME

ROOM NO. & BLDG.

5E56 Headquarters

QUANTITY

200

ROOM NO. & BLDG.

QUANTITY

ROOM NO. & BLDG.

QUANTITY

FORM
2-76

70

USE PREVIOUS EDITION

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PART 1 - HOLD COPY